

Community Corrections Advisory Boards

Procedural Bulletin # 3

Purpose

To develop guidelines for the establishment and purpose of Community Corrections Advisory Boards.

Establishment

In 1979, the Indiana General Assembly created the Community Corrections Advisory Board under Article 12, Chapter 1, in order to qualify for a Community Corrections grant.

The establishment of each county Community Corrections Advisory Board must have an ordinance approved by the county executive or by the city-council, if directed by statute. The ordinance of establishment must be on file at the Indiana Department of Correction prior to applying for the grant.

Members

The members of each established Community Corrections Advisory Board shall elect one member as the chairperson and another as the vice chairperson. A secretary-treasurer may be appointed and does not have to be a member of the board.

The members of the Advisory Board are designated under IC 11-12-2-2 and the 22 members are as follows:

- The county sheriff or the sheriff's designee;
- The prosecuting attorney or the prosecuting attorney's designee;
- The executive of the most populous municipality in the county or the executive's designee;
- Two judges having criminal jurisdiction, if available, appointed by the circuit court judge or the judges' designees;
- One judge having juvenile jurisdiction, appointed by the circuit court judge;
- One public defender or the public defender's designee or one attorney with a substantial criminal defense practice;
- One victim, or victim advocate if available, appointed by the county executive or the city-county council;
- One ex-offender;
- Director of the local office of the department of child services or the director's designee;
- One representative from a juvenile correctional facility or juvenile detention center in the county, but if no facility exists, one mental health representative;

- A representative from the Juvenile Detention Alternatives Initiative, but if no program exists, a representative from the court appointed special advocate program in the county or guardian ad litem program in the county;
- One member of the county fiscal body or the member's designee;
- One probation officer;
- One juvenile probation officer;
- One educational administrator;
- One representative of a private correctional agency, if such an agency exists in the county;
- One (1) mental health administrator, or, if there is none available in the county, one (1) psychiatrist, psychologist, or physician; and
- Four lay persons, at least one (1) of whom must be a member of a minority race if a racial minority resides in the county and a member of that minority is willing to serve.

Membership Terms

Appointed members of the Advisory Board shall be appointed for a term of four years.

The criminal defense attorney, the ex-offender, and the victim or victim advocate shall be appointed for a term of four years.

Other members serve only while holding the office or position held at the time of appointment.

The circuit court judge may fill the position of the judge having juvenile court jurisdiction by self-appointment, if the circuit court judge is otherwise qualified.

A vacancy occurring before the expiration of the term of office shall be filled in the same manner as original appointments for the unexpired term.

Members may be reappointed.

Powers

Appointment and Termination of a Community Corrections Director:

- Appoint a Director of the Community Corrections program with approval as designated by statute. A Director of the Community Corrections program may be removed for cause by a majority vote of the Community Corrections Advisory Board with approval as designated by statute

Govern Policies and Procedures for Salary Schedules:

- May establish personnel policies, procedures, and salary classification schedules for its employees.
- Employees of a community corrections program are county employees.
- The policies, procedures, and schedules established under this subsection may not be inconsistent with those established for other county employees.

Oversight of IDOC Community Corrections Plan and Budget:

- Determine that a program is capable of meeting the standards adopted by the IDOC for purposes of the grant application.
- Formulate and define the priorities of the eligible grant entities and community corrections plan to be submitted in the grant application.

- Approval of the grant application, budget, and all required documentation for the grant application, including a Forensic Diversion plan under IC 11-12-3.7.
- Oversee and coordinate the community corrections programs.
- Recommend approval or disapproval of the contracted agencies, local government or nongovernmental agencies, that desire to participate in the community corrections plan.

Coordinate County Collaboration:

- Formulate and coordinate a plan for collaboration among the probation department, the community corrections program, and any other local criminal justice agency that receives funding from the department for the provision of community supervision for adult offenders.
- Encourage county collaboration to include the courts, prosecuting attorneys, public defenders, and sheriffs when addressing the needs of the local criminal justice population.

Ensure Compliance of the IDOC Community Corrections Executed Contract and Community Corrections Plan:

- Ensure that compliance of statute, rules, procedural bulletins, and the executed contract are in compliance for the entities awarded under the IDOC grant application, including contracted agencies listed in the community corrections plan.

Duties and Documentation

Each Community Corrections Advisory Board must do the following:

- Establish by-laws for the Community Corrections Advisory Board that must be on file at the Indiana Department of Correction prior to applying for the grant.
- Hold a regular meeting at least once every three months and at other times as needed to conduct all necessary business. Dates of regular meetings shall be established at the first meeting of each year. The meetings must comply with the public meeting requirements under IC 5-14-1.5.
- Complete an annual report to the county fiscal body containing an evaluation of the effectiveness of programs receiving financial aid under this chapter and recommendations for improvement, modification, or discontinuance of these programs. This annual report required from the IDOC Community Corrections Division for the grant may suffice as this required report.

Advisory Board Meetings

After the Advisory Board meetings are scheduled for the year, to constitute a quorum, a least 6 members are needed for business. The affirmative votes of at least five members are required for the board to take action. Vacancies or absences does not impair the right of a quorum.

Financial

The Community Corrections Advisory Board must approve and sign off on any changes to the community corrections plan or budget in the executed contract. The review and approval or denial must be documented in the Advisory Board meeting minutes. Once approved, the Advisory Board Chairperson will sign off on any required forms by the IDOC Community Corrections Grant Funded Entities Procedural Bulletins that are needed for consideration.

The county executive and county fiscal body shall provide necessary assistance and appropriations to the Community Corrections Advisory Board. Appropriations required under this subsection are limited to amounts received from the following sources:

- (1) Department grants.
- (2) User fees.
- (3) Other funds as contained within an approved plan.

Additional funds may be appropriated as determined by the county executive and county fiscal body.

Primary Grant Contact Responsibilities and Documentation

Contact Information of Advisory Board Members:

- The primary grant contact is responsible for notifying IDOC of any changes to the Community Corrections Advisory Board. The primary grant contact is responsible of maintaining a list of members of contact information and will provide to their Program Director when requested.

Meeting Schedule:

- The primary grant contact is responsible for providing the schedule of Community Corrections Advisory Board meetings to their Program Director within one business day of the established schedule.

Meeting Minutes:

- The primary grant contact is responsible for submitting approved Community Corrections Advisory Board meeting minutes to their Program Director within one business day of the approval.

Annual Report:

- The primary grant contact is responsible for submitting the annual report that includes the evaluation of the effectiveness of programs receiving financial aid under this chapter and recommendations for improvement, modification, or discontinuance of these programs if it is separate from the annual report required by the IDOC Community Corrections Division.

Any required forms or documents listed Community Corrections Grant Funded Entities Procedural Bulletins:

- The primary grant contact is responsible for ensuring all required documentation in need of Community Corrections Advisory Board approval are submitted in a manner prescribed in the Community Corrections Grant Funded Entities Procedural Bulletins.